



DEPARTMENT OF THE ARMY
235TH BASE SUPPORT BATTALION
UNIT 28614
APO AE 09177

AETV-WG-AL

15 June 2004

MEMORANDUM FOR SELECTING OFFICIALS

SUBJECT: Referral List and Applicant Appointment Procedures, Policy Letter #22

1. Reference: EEOC Management Directive 715
2. Effective immediately, all properly completed referral lists must be routed to the Equal Employment Opportunity (EEO) office for review prior to returning to Civilian Personnel Advisory Center (CPAC). The referral list will be reviewed, logged and forwarded to CPAC by the EEO office.
3. When finalizing a selection for GS-09 and above positions, CPAC will include the EEO manager's email address to receive a copy the selection notification to management (EOD) simultaneously. Email address is recardo.alexander@cmtymail.98asg.army.mail
4. Point of contact for this memorandum is Recardo M. Alexander, EEO Manager at DSN 468-7940/7733.

JOHN G. REILLY
LTC, SF
Commanding

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